CONFIDENTIAL

 **P.S.C Form 5.**

**Recommendation for filling a vacant Training Post so described in the Personal**

**Emoluments Sub-Head of the Approved Estimates**

**PART I**

**To: THE ESTABLISHMENT SECRETARY**

1. I report the following vacancies;-

Post………………………….Head……………………………….Item……………………………………….Scale……………………………………..

|  |  |  |
| --- | --- | --- |
| **No. of Vacancies** | **With effect from** | **Reasons for Vacancy** |
|  |  |  |

Post for which training is to be given………………………………………………………………………………………………………………………………….......................................

1. In my opinion a candidate with the minimum necessary academic qualification, ability and intelligence should be able to complete training

In………………………………………………………………………..years……………………………………………………………………months

1. I give, on the back of this from a brief description of the proposed course of training showing which part or parts can be given-
2. By this department
3. By other institutions in Sierra Leone
4. Only by institutions, schools or colleges outside Sierra Leone and approximately the length of time the trainee will have to spend at each,
5. The qualifications to be obtained during training
6. I recommend that-
7. The following member(s) of this department be a appointed:

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Age | Date of Appointment | Present Rank and Duties |
|  |  |  |  |

1. The vacancy/ies be advertised locally and attach a draft advertisement. (Delete sentence not applicable)

My reasons are given on the sheet attached. (Where an academic qualification is essential state those of recommended person(s).

 Signed………………………………………………………………….

 Officer……………………………………………………………………

 **P.T.O.**

**Date………………………………………………….**

**Departmental File……………………………..**

**PART II**

**TO: THE SECRETARY, PUBLIC SERVICE COMMISSION**

 **I confirm-**

1. **The particulars in paragraph I are correct;**
2. **There are no objections to the vacancy being filled with effect from……………………………………………................................**

 **Signed……………………………………………….**

 **………………………………………………………….**

 **Establishment Secretary**

 **Date……………………………………………………..**

 **E.S.O. File………………………………………………**